NAVARRO COUNTY AUDITOR'S OFFICE

Natalie Robinson, First-Assistant
Patty Wells, Assistant
Lisa Clay, Assistant
Jan Wise, Assistant
Krystal McCollum, Assistant

Terri Gillen, County Auditor

300 W 3rd Ave., Suite 4
Corsicana, TX 75110

Phone: (903) 654-3095   e-mail: auditor@navarrocounty.org   Fax: (903) 654-3097
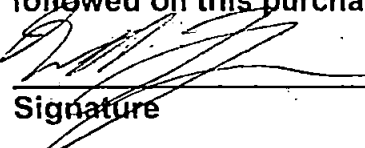
INTEROFFICE MEMO

The attached item is being returned for the following reasons:

X Item incurred before purchase order issued

❏ Purchase order number is inconsistent with invoice

❏ Amount billed does not match the purchase order

❏ Vendor on purchase order does not match invoice

❏ Insufficient documentation to process payment

❏ Signature or date not present

❏ System shows invoice paid

❏ Budget Account Number (Line Item) is missing – Acct #_____

❏ Insufficient budget in Line Item

❏ Payment Request inconsistent with County Policy

❏ Other _____

Please provide the additional documentation or explanation necessary to process this payment request. This notice must remain attached to the payment request.

Additional explanation:_____

_____

_____

The Department Head or Elected or Appointed Official must sign this form confirming notification that the Navarro County Purchasing Policy was not followed on this purchase.

_____   __10/24/2023__

Signature   **Date**

CTWP Copy Center
117 S Beaton St
Corsicana, TX 75110 United States
printme@ctwpcopycenter.com | 903-872-6657

Invoice #001460

Issue date
Oct 20, 2023

RECEIVED

OCT 2 4 2023

NAVARRO COUNTY
AUDITOR'S OFFICE

State's Exhibit Stamp

1- 4912 (Reverse stamp)
STATE'S EXHIBIT

Customer	Invoice Details	Payment
Navarro County Auditor's (no tax)	PDF created October 20, 2023	Due November 19, 2023
Terri Gillen	$23.97	$23.97
auditor@navarrocounty.org		
903-654-3095		
300 W. 3rd St.		
Suite 4		
Corsicana, TX 75110		

Items	Quantity	Price	Amount
Trodat 4912 Stamp	1	$23.97	$23.97
Subtotal			$23.97

Total Due $23.97

Return Policy
14 Day return with receipt and original packaging. All return subject to 25% restock.

STATE'S EXHIBIT